



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, V CORPS
UNIT 29355
APO AE 09014



ENCL 7 to CTG 05/06

AETV-CS

5 April 2004

MEMORANDUM FOR V Corps Major Subordinate Commands, Separate Brigades, and Special Troops Battalion

SUBJECT: V Corps FY 05 Holiday Schedule

1. References: Message, USAREUR, AEAGC-O, # 0310026, subject: U.S. Army Europe (USAREUR) FY 05 Holiday Schedule.
2. The purpose of this memorandum is to forward V Corps FY 05 Holiday Schedule and clarify office staffing requirements for the 17 Dec 04 through 1 Jan 05 Christmas holiday period.
3. The following list comprises approved holidays within V Corps for FY 05:

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>
USAREUR Training Holiday	Friday	8 Oct 04
Columbus Day	Monday	11 Oct 04
Veteran's Day	Thursday	10 Nov 04
USAREUR Training Holiday	Friday	11 Nov 04
Thanksgiving Day	Thursday	25 Nov 04
USAREUR Training Holiday	Friday	26 Nov 04
USAREUR Training Holiday	Friday	24 Dec 04
Christmas Day	Saturday	25 Dec 04
USAREUR Training Holiday	Friday	31 Dec 04
New Year's Day	Saturday	1 Jan 05
USAREUR Training Holiday	Friday	14 Jan 05

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Martin Luther King, Jr. Day	Monday	17 Jan 05
<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>
V Corps Training	Monday	7 Feb 05
USAREUR Training Holiday	Friday	18 Feb 05
President's Day	Monday	21 Feb 05
USAREUR Training Holiday	Friday	18 Mar 05
USAREUR Training Holiday	Friday	8 Apr 05
USAREUR Training Holiday	Friday	27 May 05
Memorial Day	Monday	30 May 05
USAREUR Training Holiday	Friday	17 Jun 05
USAREUR Training Holiday	Friday	1 Jul 05
Independence Day	Monday	4 Jul 05
USAREUR Training Holiday	Friday	12 Aug 05
USAREUR Training Holiday	Friday	2 Sep 05
Labor Day	Monday	5 Sep 05

4. Friday, 24 Dec 04 and Friday, 31 Dec 04 are recognized as holidays for Civilian Federal Employees since Christmas Day and New Year's Day fall on Saturday.

5. V Corps will observe the Christmas-New Year holiday period from 17 December 2004 through 1 January 2005.

a. All offices will be fully staffed from 0800 to 1200, throughout the half-day schedule. During the remainder of the duty day, each office will be manned with at least one knowledgeable individual who can contact off-duty personnel and leadership as required. Halving duty time among staff personnel is strongly encouraged to maximize a liberal time-off policy during this period. However, maximum pass time limits in conjunction with holidays and weekends will not be exceeded.

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ENCL 7 to CTG 05-06 (cont.)

b. Civilian employees will be encouraged to take leave during the holiday period, but they cannot be required to do so. Supervisors will ensure that those individuals who choose to work have a productive duty day.

c. Subordinate commanders may make variations to this manning schedule so long as it meets the intent of ensuring a knowledgeable person in the office during normal duty hours and halving total duty time during the holiday period.

6. In addition to scheduled holidays, additional training holidays may be granted in recognition of outstanding achievement. Requests for additional holidays, with detailed justification, will be submitted to this headquarters, ATTN: AETV-GCT, NLT 45 days before the dates desired.

7. V Corps POC is Mr. Ron Lattanzi, Deputy G3 Training, DSN 370-5912/Fax 370-5907.

8. Victory Corps!

<original signed>

DANIEL J. KEEFE
Brigadier General, USA
Chief of Staff